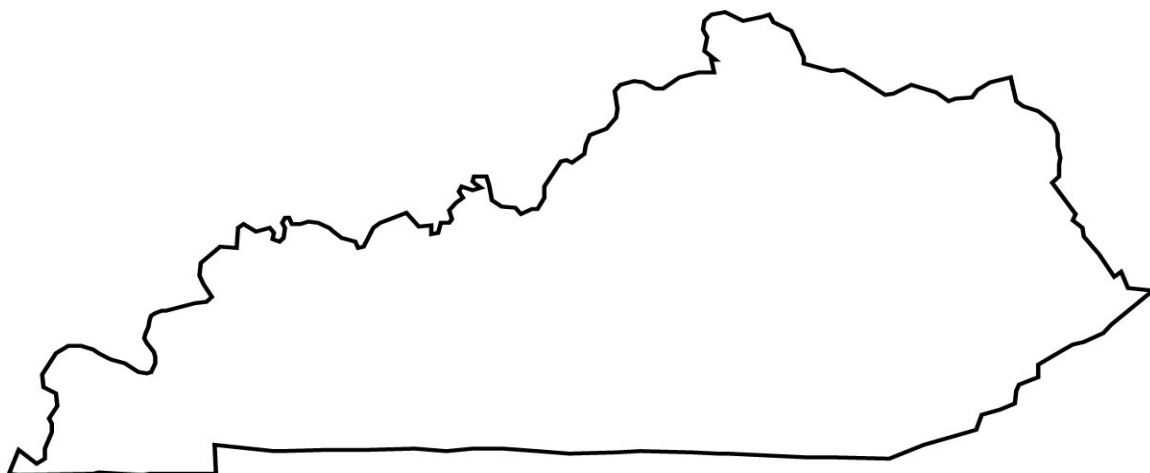
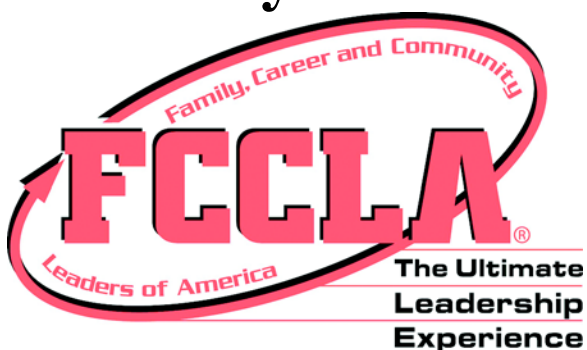




## Kentucky



### KENTUCKY CAREER AND TECHNICAL STUDENT ORGANIZATIONS OPERATIONAL GUIDELINES HANDBOOK LOCAL CHAPTER ADDITION

FEBRUARY 2005

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## INTRODUCTION

This reference shall serve as a resource and guide to those persons who assume the responsibility of a Career and Technical Student Organization.

**KRS 151B.025 SECTION 9: Recognized career and technical student organizations shall be an integral part of a career and technical education program and shall be supervised by qualified career and technical education personnel. All students shall be provided an opportunity to participate in leadership development activities.**

Representatives of the Career and Technical Student Organizations developed the information in this document. Principals and teachers from Kentucky high schools and area technology centers provided valuable insight and suggestions to help improve this document.

It has been reviewed and approved by the Office for Career and Technical Education and the Division for Career and Technical Education in the Kentucky Education Cabinet. The intent of the document is to assure that the student organization guidelines are compatible and are not in conflict with each other.

Since this document represents secondary career and technical student organizations in a generic manner, it is recommended that each student organization have its own addendum, which is more specific to the nature of that organization. Also organizations with postsecondary students/ officers should develop policies that meet their specific needs.

## SUPERVISION AND TRAVEL OF STUDENTS

1. Local advisors shall be responsible for supervising students attending and participating in student organization events and activities.  
KRS 160.160. KRS 160.290.
2. When traveling, students shall be accompanied by the local advisor who is an official chaperone and a member of the school faculty. Other school faculty or administrative staff may be utilized when the advisor is unable to travel or the size of the group warrants a second chaperone. Students may not drive themselves to any CTSO event held at the regional, state, or national level.  
KRS 161.180. KRS 161.185. Districts may share an official chaperone but must submit CTSO Adviser/Chaperone Consent Agreement – see page three.
3. Under the direction and supervision of local advisors, adult/parent volunteers who have been approved by the district may assist with supervisory responsibilities. Adult volunteers shall be at least twenty-one (21) years of age,

shall not be a violent offender or convicted of a sex crime and shall submit to a criminal record check. KRS 161.148.

4. When traveling out of the local community, a medical release/parent permission form should be signed for each student. The local adviser should bring these forms to each student activity. (See Sample on page six.)
5. When traveling to student organization events, including overnight trips, male and female chaperones are recommended when the group includes both genders.
6. Districts sharing an official chaperone should use the CTSO Advisor/Chaperone Consent Agreement.
7. A ratio of one chaperone for each eight students is recommended.
8. Students shall be transported to student organization events and activities in accordance with state and local policies. KRS 158.110.  
702 KAR 5:080. A vehicle driver who is transporting students shall be a school employee or a person contracted by the school district or state agency.  
702 KAR 5:130

### **ROLE OF ALUMNI**

1. Alumni of Career and Technical student organizations may support and assist with local, regional, and state activities. Some examples include judging competitive events, serving as resource persons, and organizing fund raising events.
2. Alumni of Career and Technical student organizations who qualify as adult volunteers under local and state guidelines may assist with supervisory responsibilities. See section on *Supervision and Travel of Students* item #three for definition of adult volunteers. KRS 161.148.
3. Alumni members are not approved to transport students to student organization events and activities.
4. Alumni are expected to conduct themselves at all times in a manner that would reflect positively on the organization.

**ADVISOR/CHAPERONE CONSENT AGREEMENT**  
**CAREER AND TECHNICAL STUDENT ORGANIZATION ACTIVITY**

This agreement is to be used when one school district upon request of a student & parent/guardians desire to participate in a project that will be chaperoned by an advisor/official chaperone from another district.

\_\_\_\_\_ gives permission for  
(school district A)

\_\_\_\_\_ to be under the supervision of  
(student's name)

\_\_\_\_\_ from \_\_\_\_\_  
(teacher or administrative of the district) (school district B)

for the \_\_\_\_\_ being held \_\_\_\_\_  
(specific CTSO activity) (location)

\_\_\_\_\_   
(date/dates).

**We consent to the above:**

\_\_\_\_\_  
(Superintendent/Superintendent's Designee Signature) (Participant's Parent/Guardian Signature)  
**District A**

\_\_\_\_\_  
(Agreeing Superintendent/Supt. Designee Signature) (Advisor/Official Chaperone Signature)  
**District B**

**\*Compliance with all regulations concerning insurance, CTSO medical release form, etc. is the responsibility of the participant's school district.**

**\*\*A signed copy of this form should be sent to the State Advisor, and a copy should be kept on file by both districts.**

**\*\*\*If this trip involves out of state travel, the form must be notarized by both the participant's district and the agreeing district.**

**\*\*\* If chaperones from multiple school districts are used, an agreement is required by each district involved in chaperoning.**

## **CODE OF CONDUCT FOR STUDENTS**

Local Advisors/Teachers/Approved Chaperones shall be responsible for their students at all times.

Each Career and Technical Student Organization will adopt a Code of Conduct for its organization to be followed at all regional, state and national functions. This Code of Conduct shall include at least the following:

1. Participants shall attend all sessions in accordance with the conference agenda.
2. Participants' behavior at all times should be such that it reflects credit to them, their school, and their organization.
3. All conference participants shall wear their conference ID while participating in conference activities.
4. Participants shall keep advisors informed of where they are at all times.
5. Participants shall sleep in the rooms for which they are registered.
6. Students are expected to observe the designated curfew. (Curfew is described as being in your own assigned room by the designated hour.) Curfew times are listed in the conference program.
7. Participants are expected to respect hotel property and contest facilities and equipment. The individual(s) and/or parents/guardians must pay any damages to the property or furnishings in the hotel rooms or building.
8. Participants shall be considerate and respect the rights of their roommates and other hotel guests by refraining from behavior that may disturb others. Do not make excessive noise or have the radio or TV at a high volume.
9. Conference participants shall not possess or consume alcohol, drugs, or any form of artificial stimulant while traveling to, during, or returning from the conference/contest site. (Drugs prescribed by doctors are permissible in original container.) Violators will be expelled from the conference and turned over to the proper authorities. Chapter advisors will notify parents/guardians and school principal of the action taken.
10. Visitation of male and female members of the opposite sex in hotel guest rooms is strongly discouraged. Permission from advisors of both parties and adult supervision must be obtained before visitation can take place. It is the responsibility of the chapter advisors to provide proper supervision between visitations of the opposite sex.

11. Participants are to report any accidents, injuries, or illnesses to their advisor immediately.
12. Use of tobacco products is prohibited in business sessions, workshops and other scheduled conference activities and while in official dress.
13. Participants shall refrain from using profane language, making obscene gestures, or performing acts that would mar the image of the organization.
14. When leaving the hotel or conference site, students are to stay in groups of at least 3 or 4.
15. Students shall not participate in any activity that might cause personal injury to himself or herself or the person. Any participant found in violation of hotel safety codes or criminal laws may be sent home at the students'/parents'/guardians' expense. The chapter advisor will contact the parents/guardian and the school principal.
16. The State Career and Technical Staff Person has the right to take immediate action when violations occur, including sending individuals home at their own expense. In the event this occurs, the local advisor or the assigned chaperone will contact the parents/guardian and the school personnel.

### **EXPECTATIONS OF STATE OFFICERS**

1. State Officers shall represent the organization at all times in a manner that will reflect a positive image.
2. State Officers shall set an example for all members by adhering strictly to the Code of Conduct for Students as established by each organization.
3. State Officers are expected to carry out the duties of their office, including:
  - a. Being prepared to serve a full term representing their school and district.
  - b. Attending local, state, and national activities including state and national conferences.
  - c. Attending all State Officer training activities, some which may be out of state.
  - d. Serving the needs of local chapters and regions, including assisting with training local and regional officers.
4. State Officers found to be in violation of the above shall be reprimanded which may include resignation from their office according to each individual organization's policies.

**CAREER AND TECHNICAL STUDENT ORGANIZATION ACTIVITY  
MEDICAL RELEASE/PARENT PERMISSION FORM**

Local Education Agency (original to educational records)

**INSTRUCTIONS:** Students, parents/guardians and chapter advisors must complete this form for each student participant as a prerequisite for the student to attend a career and technical student organization activity. Each chapter advisor must bring the completed forms to the student activity.

Student _____	Parent/Guardian _____
Spouse (if married) _____	Address _____
Home Address _____	Phone: (W) _____ (H) _____
_____	Alternate Contact _____
Phone: (W) _____	Address _____
Student's Doctor _____	Phone (W) _____ (H) _____
Address _____	Advisor _____
_____	School _____
Phone: _____	Administrator _____
School Phone _____	School Fax: _____

**Student covered by group or other medical insurance as follows:**

Name of Insured _____	Insurance Co. _____
Group # _____	Policy # _____

Please describe completely any medical condition (past or present) being treated, which may recur or be a factor in medical treatment (include allergies, medicine reactions, disease of any kind, physical handicap, heart or lung problems, seizures, convulsions, blackouts, etc.) If currently taking medication, state the medication and prescribing physician and phone number: \_\_\_\_\_

(Attach separate form if necessary)

**Parent/Guardian please check one and sign:**

\_\_\_\_\_ I give permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any person listed above as soon as possible.

\_\_\_\_\_ I do not give permission for medical treatment until I have been contacted.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I CERTIFY THAT THE INFORMATION DESCRIBED ABOVE IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT EACH INDIVIDUAL IS RESPONSIBLE FOR HIS/HER OWN INSURANCE COVERAGE DURING THIS ACTIVITY. I GIVE PERMISSION FOR \_\_\_\_\_ TO ATTEND A KENTUCKY CAREER AND TECHNICAL STUDENT ORGANIZATION CONFERENCE AND HEREBY RELEASE THE STATE AND LOCAL ORGANIZATION AND ANY ADULT IN CHARGE OF THE GROUP FROM ANY LEGAL OR FINANCIAL RESPONSIBILITY WITH RESPECT TO MY PERSONAL OR MY STUDENT'S PARTICIPATION.**

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

CHAPTER/SCHOOL